

File reports for your 2004 CCP Grant as you always have by the dates below:

**2004 Citizen Corps Program (CCP) Reporting Timeline
(this was the extended grant)**

3rd quarter reports due 10/31/05 (end of quarter); **reports due on 11/15/05**

4th quarter reports due 12/31/05 (end of quarter); **reports due on 01/15/06**

1st quarter reports due 03/31/06 (end of quarter); **reports due on 04/15/06**

2nd quarter reports due **Obligations must be completed by 05/30/06 and
paperwork must be submitted by 08/31/06**

Remember, your 2005 CCP Grant is a combination of 2005 CCP Funds and 2004 SHSP monies. The bulk of your money for 2005 (76%) need to be spent/obligated according to the 2004 schedule above. The remainder of the monies (24%) can be spent/obligated according to the timeline below:

2005 CCP Grant

4th quarter reports due 12/31/05 (end of quarter); **reports due on
01/15/06**

1st quarter reports due 03/31/06 (end of quarter); **reports due on
04/15/06**

2nd quarter reports due 06/30/06 (end of quarter); **reports due on
07/15/06**

3rd quarter reports due 10/31/06 (end of quarter); **reports due on
11/15/06**

4th quarter reports due 12/31/06 (end of quarter); **reports due on
01/15/07**

**All grant monies must be spent/obligated by
01/31/07**

Here is an example of the 2005 spilt for a locality:

Imaginary County was granted a total of \$10,000 (\$8,000 from the 2004 SHSP grant and \$2,000 from the 2005 CCP grant). This county can obligate/spend the funds however they want (within the guidance of the grant); however the \$8,000 must be obligated/spent within the allowance of the 2004 SHSP grant reporting period and the \$2,000 must be obligated/spent within the guidance of the 2005 CCP grant timeline (they overlap!!).

Document on your quarterly reports the amount of money that was obligated/spent from the 2004 funding and the amount of money that was obligated/spent from the 2005 funding. Invoices for the 2004 funds go to Cheryl in the ODP Grants Office here at VDEM, and invoices for the 2005 funds go to Suzanne in the Citizen Corps Office.

If you have questions about the reporting timeline, please contact:

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Also, please remember that a running monthly total of CERT volunteers and activities need to be submitted to Anna by the 12th of each month (a short email will be more than sufficient!). This is at the request of the National Citizen Corps Office.